



## Joanne Bloggs

PARALEGAL

123 The Street  
The Town

The City NG1 234  
(01949) 123456

jo.bloggs@hotmail.com

*"Joanne exceeds every target you set for her whilst delivering exceptional client care."*

~ CHRIS BENTLEY  
PARTNER, XYZ LAW

*"Joanne is not phased by challenging targets and works as hard as a fully qualified solicitor."*

~ TIM JONES  
PARTNER, 123 LAW

*"Joanne is more than capable of managing her own workload independently and any supervision I provide always turns out to be a box ticking exercise."*

~ CHARLES LOGAN  
PARTNER, 456 LAW

## Personal Statement

I am a competent Paralegal with 14 years of experience in Private Client Law. I advise across a variety of private client matters with a strong focus on trust and estate administration. I am a proficient probate practitioner with proven experience in higher value and complex matters.

## Skills

- Able to demonstrate detailed knowledge and technical expertise in dealing with complex private client caseloads.
- Extensive knowledge of Wills, probate, tax, and trust matters.
- Strong team player with excellent communication and organisational skills.

## Work History

**Paralegal, XYZ Law, Lincoln** : 2011 – 2012

Assisting a Senior Partner with a caseload of work including Wills, Trusts, Probate and Court of Protection matters, Estates Administration and Tax Planning.

**Paralegal, 123 Law, Lincoln** : 2009 – 2011

Dealing with Wills, Planning and Trust administration, under the supervision of a Chartered Legal Executive.

**Paralegal, 456 Law, Lincoln** : 2004 – 2009

Handling Wills and probate, trusts, administration of estates, LPAs, tax planning and some COP matters under the supervision of a Senior Partner.

## Education

**Level 3 & 6 Diploma in Legal Practice**

**CILEX Law School** : 2016 - 2018

**9 GCSES grade C and above**

**Lincoln College** : 1999 – 2003

## Interests

Hiking, road cycling, going to the gym, snowboarding, running.

## References

Tim Jones, Partner  
123 Law, Lincoln  
tim.jones@123law.co.uk  
(01234) 567890

Chris Bentley, Partner  
XYZ Law, Lincoln  
claire.jones@abclaw.co.uk  
(01234) 567891

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